

**June 30, 2016: Minutes of the Rockport Library Trustees**

**Attendees: Rob Audano, Holly Frithsen, Cindy Grove, Lana Razdan**

**Meeting Commenced: 10:00am**

1. **Minutes of May 26, 2016 reviewed and approved**
2. **Finance and Administration** – FY16 has been closed out. RPL received a small grant from MVLC to offset their yearly bill. July 12, Rob Audano will be speaking with Rotary regarding starting our Foundation.
3. **Technology** – Two new door counters will be purchased in July. After Conway's print management system is installed, Envisionware will start.
4. **Policies and procedures** – A new library Code of Conduct has been approved and will be discussed with library staff at their next meeting in August.
5. **Consortium and State updates** – MVLC will be adding magazines to OverDrive. Changes in criteria have been made for the ARIS report.
6. **Long Range Plan** – The LRP survey has been approved by the trustees, and will be distributed to the town in July.
7. **Staff and schedule update** – A letter has been sent to town hall requesting two new substitute positions. Union contract negotiations continue for FY2017.
8. **Library Programs** – Countdown to Kindergarten will be August 23, 2016 between 5-6pm. The library will be open for an extra hour that evening. Adult and children's summer reading programs have begun. Cindy Grove will be visiting the Rkpt Housing Authority to discuss library services. The Kieran collection cataloging is complete. The Play collection is ongoing. Harry Potter series ebook and audiobook was approved to purchase.
9. **Facilities/Grounds** – A small adjustment will be made to the fire escapes at the beginning of July, and safety strips need to be applied to the stairs. The DPW is working on a contract for new furnace. Exterior lights over the fire escapes will be discussed with the Historic Commission. A broken window in an upstairs office was replaced. The broken interior gate will be fixed in July.

**Next Meeting: Monday, July 25, 2016 at 10:30am**

**Meeting Adjourned: 12:30pm**